

State Board of Health
And
Department of Health
Memorandum of Understanding
December 7, 2004

The Department of Health (the Department) and the State Board of Health (the Board) have agreed that Bobbi Berry, a temporary secretary senior, will assist the Board and the Department in staffing the School Environmental Health Rule Development Committee (the RDC). In addition, Ms. Berry will continue to provide some administrative support for Board meetings and other activities. The purpose of this memorandum is to outline the working relationship between the Board and the Department.

Background: The Board has opened its rule governing environmental health standards for primary and secondary schools. The Board and the Department are working collaboratively to develop the rule and jointly formed an RDC. The RDC has created several workgroups to tackle specific issues. The Board and Department have agreed that at least a support person working at least 0.75 FTE is necessary to provide administrative support for the RDC and the workgroups, and to perform other tasks related to the rule review. Bobbi Berry is a temporary full-time secretary senior hired by the Board to backfill an open position until reorganization and hiring can be completed. She is working full time for the Board through the end of January.

Plan: Bobbi will continue as a full-time, temporary secretary senior through June 30, 2005. Effective December 16, she will split her time working 50 percent on the School Environment Health Rule Review and 50 percent on other duties for the Board. Effective January 13, she will split her time working 75 percent on RDC-related duties and 25 percent on other duties for the Board.

Effective January 1, her salary and FTE will be evenly divided between the Board's master index code, 10010100, and the Department's master index code, XXXXXXXX. Annual leave, sick leave, taxes, certain department overhead costs, and health care benefits will be allocated proportionately.

Marc Soltman will be Ms. Berry's supervisor of record and direct her work on all matters related to the RDC. Desiree Robinson will provide direction and oversee the quality of her work for the Board.

Ms. Berry will have a workstation at the Board and one at the Department's Environmental Health Division. She will divide her time between workstations on a schedule that reflects the division of her duties. The Department will establish the schedule in consultation with Ms. Robinson. The Department will make every reasonable effort to ensure the schedule is flexible enough to allow Ms. Berry to help prepare for and attend Board meetings.

The principal contacts for the Board is Craig McLaughlin and the principal contact for the Department is Maryanne Guichard. These individuals will regularly communicate about any concerns or issues that arise during while this agreement is in effect.

This agreement is effective December 15, 2004 and terminates June 30, 2005.